

Instructions for Kentucky Online Gateway (KOG) Registration

REGISTRATION

To access to the Annual School Immunization Survey and report for Kindergarten and/or Sixth Grade, you must first register as a KOG user. This is a one-time registration process and **EACH USER MUST HAVE A UNIQUE EMAIL ADDRESS.**

Set Up an Account

- Go to URL <https://kog.chfs.ky.gov/home/> (for LIVE-DATA “PRODUCTION”).
- Click **Create an Account**.

Kentucky Online Gateway UAT Help English

Gateway Log In

Login with your Kentucky Online Gateway Account.

Username or Email Address [Forgot Username?](#)

Password [Forgot Password?](#)

Log In

[Resend Account Verification Email](#)

Don't already have a
Kentucky Online Gateway Citizen Account?

Create An Account

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Privacy | Disclaimer Copyright ©2013 Commonwealth of Kentucky. All Rights Reserved. State Employee Gateway Login

- Complete the fields on the **User Profile Form**. Required fields are marked with an asterisk (*).

NOTE: The username you choose is the name that will be shown in the GenTrack Application history whenever you create, edit or submit a record. Whenever possible, please use your **First.Last Name** as your username. It is much easier for you to remember and the Immunization Program will be able track survey submission status more efficiently.

- Select two security questions from the drop down box, and enter the answer to each question. *(Make sure to write down your answers and keep it in a secure location. You will need these answers again soon to validate your account.)*

Kentucky Online Gateway UAT

Help English

Please complete your Kentucky Online Gateway Profile

Please fill out the form below and click Submit when finished.

All fields with * are required.

* First Name: gentrack

Middle Name:

* Last Name: user

* Username: gentrack.user

* Password:

* Verify Password:

* E-Mail Address: gentrack.user@keups.net

* Verify E-Mail Address: gentrack.user@keups.net

Telephone: 888-888-0000

Extension:

Street Address 1:

Street Address 2:

City:

State: Kentucky

Zip Code:

Language Preference: English

Question: In what city were you born? (Enter full name of city only)

* Answer: ky

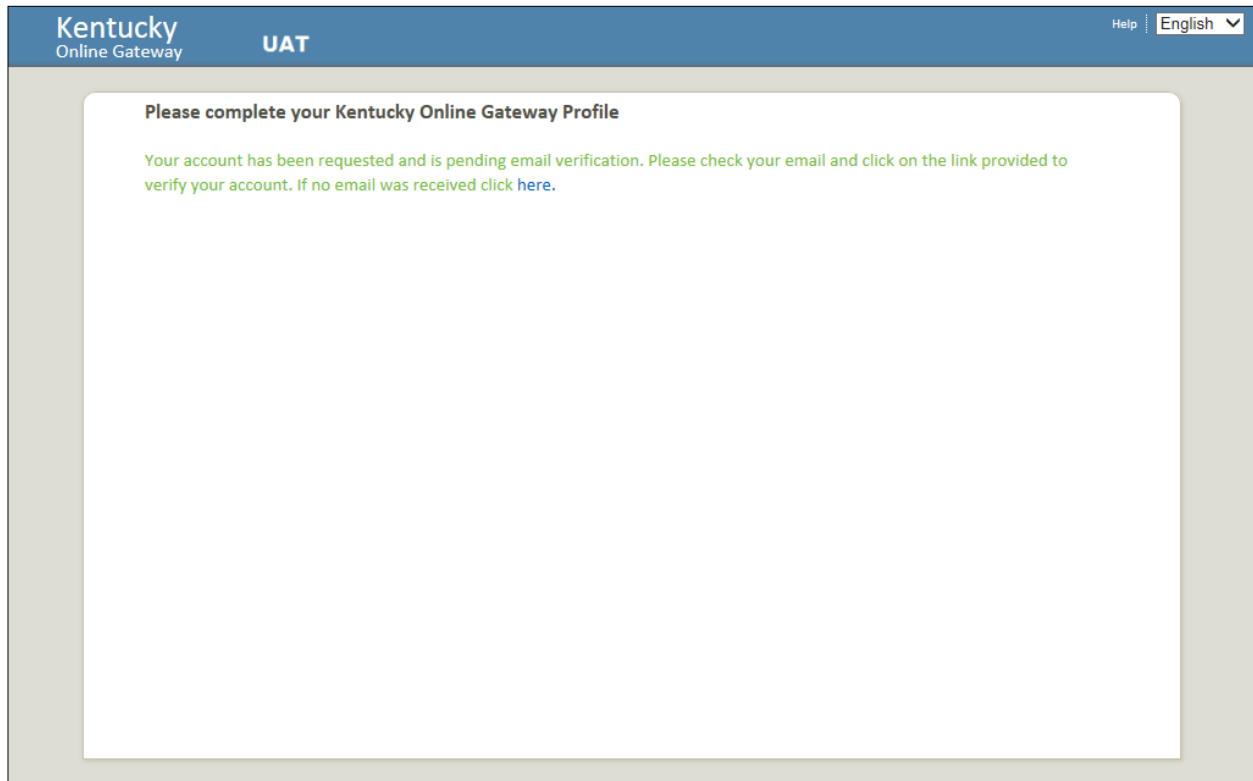
Question: What was the name of your first pet?

* Answer: ky

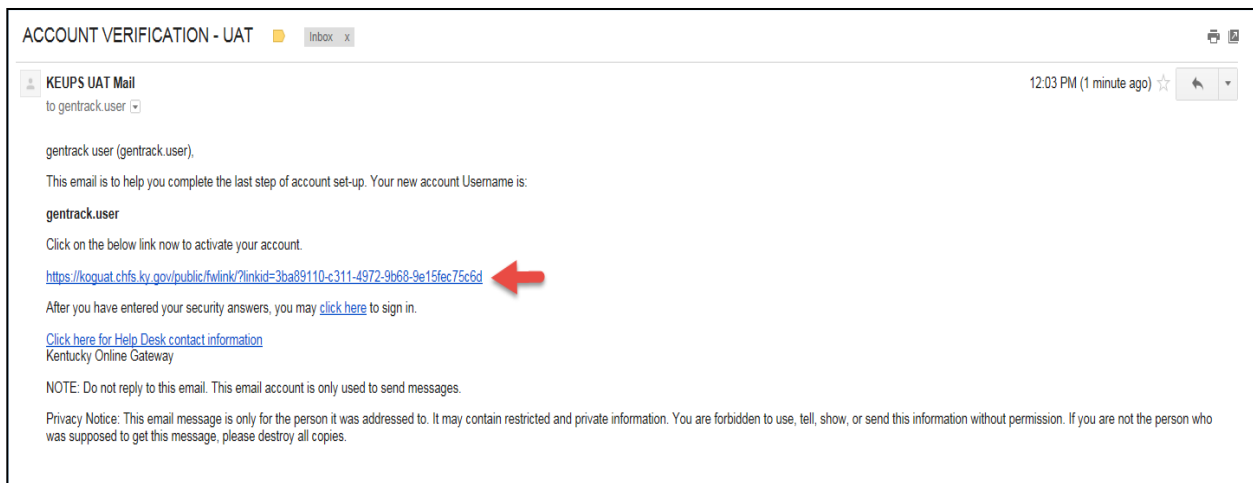
Submit **Cancel**

- Click the **Submit** button.

- The confirmation screen shown below will be displayed.



- An email will immediately be sent to the email address shown on the User Profile form.



- Click the link shown in the email.

You must click on the link that has been emailed to you within FOUR HOURS, or your account will be deleted.

- Once you click on the link that was emailed to you, the screen shown below will be displayed. Enter the answers to the two security questions, **exactly as the answers were entered on the User Profile Form**, and then click the **Verify Account** button.

Kentucky Online Gateway UAT

Help English

Validate New Account

To verify your identity, please answer the following security question(s).

Question In what city were you born? (Enter full name of city only)

*Answer ky

Question What was the name of your first pet?

*Answer ky

Verify Account

Privacy | Terms of Use

Copyright ©2015 Commonwealth of Kentucky. All Rights Reserved.

- The screen shown below will be displayed.

Kentucky Online Gateway UAT

Help English

Validate New Account

Success

Your account was successfully created. Please click [HERE](#) to access Kentucky Online Gateway and request additional access.

Congratulations! You are now a registered KOG user!!